



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72066319R100022**

**ISSUANCE DATE:** November 19, 2019

**CLOSING DATE/TIME:** December 03, 2019

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) - USAID Project Management Specialist (Private Sector Advisor)**.

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through VI** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

**Annmarie McGillicuddy**  
**Supervisory Executive Officer**

U.S. Agency for International Development  
US Embassy  
Entoto Road  
P. O. Box 1014  
Addis Ababa, Ethiopia

Tel. : 251-11-306002  
Fax : 251-11-242438  
Website: [www.usaidethiopia.org](http://www.usaidethiopia.org)

USA Address:  
2030 Addis Ababa Place  
Washington, DC 20521-2030

## ATTACHMENT 1

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72066319R100022
- 2. ISSUANCE DATE:** November 19, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 03, 2019  
*before and/or on 5:00PM Ethiopian local time (close of business).*
- 4. POSITION TITLE:** USAID Project Management Specialist (Private Sector Advisor).
- 5. MARKET VALUE:** FSN-11, \$22,927 to \$41,263 annual basic salary.  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of [USAID/Ethiopia]. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** One year. With annual options/extensions for the full five years, and the option to renew. Prior to exercising any annual options/extensions or renewal, the Mission undertakes a subsequent review based on personnel support, budget, and any additional hiring freeze guidance or approval requirements that may be issued in the future.
- 7. PLACE OF PERFORMANCE:** US Embassy, Entoto Road, Addis Ababa with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Regional Security Office certification.
- 9. STATEMENT OF DUTIES**

**1. General Statement of Purpose of the Contract**

The Health Office in USAID/Ethiopia views Private Sector Engagement (PSE) as a strategic approach to planning and programming through which USAID consults, strategizes, aligns, collaborates, and implements with the private sector for further strengthening of the health services provision as well as the health system functions and building blocks (viz. workforce, equipment, pharmaceuticals and supplies, information, financing, leadership and management, service delivery) toward greater scale, efficiency, effectiveness and sustainability of health services and outcomes. Especially, in light of commitment of the Ethiopian government to achieve Universal Health Coverage with an essential package of Primary Health Care (PHC) services by 2035, the need for a more extensive PSE in health to compliment government investments and programs has become essential and imminent.

The Private Sector Advisor for Health will provide technical expertise and leadership to USAID/Ethiopia's health projects and programs/activities and liaise with the Ministry of Health (MoH)/Government of Ethiopia (GoE) and other public and private sector

stakeholders in promoting effective and meaningful private sector involvement and partnership in health. The incumbent will also explore and implement feasible and promising linkage and alliance opportunities across USAID Ethiopia's development goals, its various programs and offices, and U.S. government investments and business interests within commercial undertakings and entities.

Thus, the incumbent will have overarching strategic, technical, liaison, project management and program administrative functions, and will serve as a critical link between the health portfolio of USAID, other donors, the GoE and private sector partnerships and resources. S/he will be based in the Health Systems and Resilience (HSR) Team of the Health Office, and will design, direct, manage and support private-sector led and participated health and health-relevant activities under the overall guidance and supervision of the Senior Health Financing Advisor in the HSR Team.

## **2. Statement of Duties to be Performed**

### **1. Strategic, Technical, and Liaison Leadership (40%)**

- Lead the development of a vision for Private Sector Engagement in Health in Ethiopia for the USAID/Ethiopia Health Office and provide expertise and strategic directions to facilitate engagement of the private sector in health programs towards improved health services and outcomes, specifically to reach greater scale, higher efficiency, improved cost-effectiveness and enhanced sustainability.
- Explore, identify and conceptualize PSE opportunities in health across a spectrum of participation modalities – ranging from philanthropy, corporate social responsibility to enterprise-driven/market-oriented shared interests and investments, including Private-Public Partnerships (PPP). Actively opportunities to promote innovative private sector solutions and outsourcing possibilities to address health sector challenges and limitations, leveraging increased domestic resources, and forging market-based partnerships such as development bonds and global development alliances.
- Engage with existing local business coalitions and private sector groups to stay abreast of their needs and to present ideas for working with Health Office partners and the GoE. Develop and present business cases to select private sector partners that present the financial and social benefits of partnering with the health sector.
- Lead or contribute to the development of proposals, projects/activities, strategies and interventions specific to private sector engagement and private-public partnership in health both in the areas of service provision/delivery (with particular focus on preventive and curative PHC, including Maternal and Child Health/Immunization, Family Planning, HIV/AIDS, Tuberculosis, Malaria and allied priority health programs) and in health system strengthening areas such as medical technology, pharmaceuticals and medical supplies, information technology and data processing, workforce development and training, leadership and management, innovative financing.
- Examine and streamline efficiency-improvement at public health facilities through cost-effective outsourcing of ancillary functions such as security, laundry, food and catering, equipment and infrastructure maintenance and servicing, laboratory and diagnostic services to private sector providers.

- Lead or participate in the preparation of relevant new procurements, such as the preparation of scopes of work, program descriptions, illustrative budgets, waivers, and exceptions to competition as required.
- Analyze the existing PSE/PPP related policy, legislative and regulatory frameworks in Ethiopia and organize needed policy advocacy with the MoH and other related GoE entities, lawmakers, donor agencies, private sector and related stakeholders to ensure they support and encourage broader and more effective private sector participation in health.
- Stay abreast of PSE/PPP strategies, reports, analyses, publications, research, latest technologies, innovations and developments in Ethiopia, the Africa region and globally, and consider their adaptability and applicability to the context of the Ethiopian health sector. Determine any additional analyses, assessments, or reviews required to support sound private sector engagement policies and practices.
- Serve as the key private sector advocate and liaison for the Health Office to the MoH and GoE, lawmakers, donor agencies, the private sector and related stakeholders in all areas of existing and potential private sector involvement and partnership in health. Another important focus of the liaison responsibility would be to explore and coordinate effective linkage and alliance possibilities across the development goals for other USAID offices and U.S. Government (USG) investments and business interests within the commercial undertakings and entities.

## **2. Portfolio Management (30%)**

- Lead the implementation of PSE in health activities and interventions in collaboration with HSR and other teams of the Health Office, and as required, with other Mission offices.
- Actively pursue activities and interventions with all relevant stakeholders and parties for leveraging private sector capital and initiative in health; negotiate ideas/deals that support the achievement of Agency and Health Office goals and activities; shape, influence, and implement private sector engagement and partnership strategy/action in health; and lead/support the design of new activities led by the Health and/or other USAID offices.
- Serve on Technical Evaluation Committees for procurements or new staff recruitment, chairing those related to private sector solutions and engagement, as assigned.
- Establish and maintain relationships with potential private sector entities to conceptualize, negotiate, design and implement activities/interventions, with appropriate determination of benchmarks of success. The incumbent will serve as a critical interface with the private sector to ensure the application of creative and innovative solutions that fit with USG policies and practices.
- Serve as the Agreement/Contracting Officer's Representative (AOR/COR) or Activity Manager of specific/assigned activities relating to private sector engagement in health, and act as resource person in pertinent activities applying health-relevant private sector solutions managed within the Health Office and/or other USAID offices.
- Ensure timely review and development of work plans on PSE in health activities.
- Manage private sector engagement and solutions activities on a day-to-day basis, identify and resolve program issues, assure that all activities are carried out in a

technically sound and cost-effective manner in accordance with applicable Mission and Agency program priorities, directives, and regulations.

- Review and suggest PSE opportunities within other ongoing/planned activities, and address capacity building needs of the implementing partners, as required, to work with the private sector.
- Document lessons learned successes, best practices and innovations for dissemination and wider sharing among government policymakers, donor community, private sector, academia, civil society and other stakeholders.

### **3. Monitoring and Evaluation and Financial Management (30%)**

- Develop robust Monitoring, Evaluation, and Learning (MEL) plans for the PSE activities and interventions in health with appropriate benchmarking and reporting systems and learning agenda capable of gauging progress and providing feedback for course correction or other required adjustments.
- Assist/conduct periodic assessment of PSE activities to ensure that performance monitoring and evaluation systems are in place, and reliable measures of process, output and impact indicators are established and maintained.
- Ensure timely completion of all relevant program deliverables and reporting requirements.
- Maintain a regular schedule of site visits to document the actual implementation of PSE activities and interventions, establish routine communications with the implementing partners, and maintain up-to-date information and files on the status of partner activities, resources and work plans.
- Apply specific and in-depth knowledge of applicable USG laws, legislative directives, and regulations, particularly regarding the allowable use of funds. Update partners of USAID rules and regulations, as well as their obligations to USAID. Oversee compliance of all relevant USAID/USG regulations and procedures by the implementing partners.
- Work closely with implementing partners to ensure program achievements and lessons learned are disseminated to sector representatives. Maintain and share an up-to-date summary of program technical areas and geographic areas of implementation.
- Manage and oversee budgetary and financial management of assigned activities to ensure that obligations, expenditures, accruals, and pipelines are monitored and that corrective action is taken when needed towards appropriate and timely funding, including incremental funding requests.
- Ensure that activities are in compliance with USAID financial regulations. Report financial discrepancies to the Supervisor and/or HSR Team Leader.
- Update the Mission Controller and Financial Analyst on the liquidation of advances.
- Ensure compliance of assigned activities/implementing partners with audit requirements.
- Maintain a monthly project financial management tracking system as well as make sure that all portfolio and program/financial management files (both electronic and hardcopy, as per policy) for the assigned activities are up to date, in order, and complete.

*The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.*

### **3. Supervisory Relationship**

The Private Sector Advisor for Health will be supervised by the Senior Health Financing Advisor. The incumbent contractor is expected to exercise considerable independent judgment in carrying out assigned tasks and function effectively within a multicultural and interagency environment.

### **4. Supervisory Controls**

The Private Sector Advisor for Health will not directly supervise anyone.

**10. AREA OF CONSIDERATION:** Cooperating Country National Personal Service Contractor (CCNPSC). Cooperating country national means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

### **11. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov); Fekadu Tamirate, HR Specialist.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. **EDUCATION:** Master's degree in business administration, finance, economics, or other related field is required.
- b. **PRIOR EXPERIENCE:** A minimum of five (5) years of experience working with the private sector on private-sector policies and institutions development, with practical expertise and sound understanding of strategy consulting, business planning, corporate development, and marketplace dynamics is required.
- c. **LANGUAGE:** Fluency of English and Amharic in reading/writing/speaking (Level IV) is required.

## **III. EVALUATION AND SELECTION FACTORS**

The following evaluation factors for evaluating applications are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below. Applicants are encouraged to provide a narrative for each selection criteria listed below in this section. This information will be used for evaluating and scoring each criterion. **The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview and the CO must consider findings from the reference checks as part of the responsibility determination.** Be sure to include your name and the solicitation number at the top of each page.

**EDUCATION (10 points):** Master's degree in business administration, finance, economics, or other related field is required.

**EXPERIENCE (30 points):** A minimum of five (5) years of experience working with the private sector on private-sector policies and institutions development, with practical expertise and sound understanding of strategy consulting, business planning, corporate development, and marketplace dynamics is required.

**KNOWLEDGE, SKILLS, AND ABILITIES (60 points):** Extensive knowledge of the private sector landscape – particularly in developing countries and the African region as well as knowledge of private sector partnerships and leveraged programs and innovation frameworks, including creative models applicable to social sectors is required.

An entrepreneurial mindset, including an ability to think strategically, operate independently, be self-motivated, and set and achieve ambitious targets. Ability to undertake market analysis, develop business plans, and conceptualize, negotiate, and implement private sector partnerships. Exceptional interpersonal skills, resourcefulness, and credibility, with the ability to build relationships and communicate effectively with people of varied professional, cultural, and educational backgrounds, and with the skill and art to combine public sector thinking with private sector outlooks. Ability to understand incentive structures, and engage and persuade senior-level executives and other key stakeholders at all levels. Ability to absorb and synthesize a broad range of information; including financial, regulatory, clinical, programmatic, demographic, and scientific information. Capability of producing high quality work, often under time pressure and in complex situations with little direction; and an excellent prioritization skill to handle multiple tasks simultaneously with the flexibility and openness in responding to changing work priorities and environment.

On-the-job training will focus on (i) USAID regulations that govern grants, contracts and field support activities; (ii) USAID activity management and procurement systems; (iii) PSE objectives, guidelines and procedures; and (iv) USAID technical guidance concerning PSE strategies and activities. Appropriate training including the C/AOR training will also be offered, as the incumbent is expected to supporting USAID/Ethiopia's PSE activities. Other project management and implementation training (Introduction to Project Cycle, Project Design) will be provided. The incumbent contractor shall annually complete Financial Disclosure Report (OGE 450 form) and attend mandatory annual Ethics training conducted at USAID/Ethiopia by the Legal Advisor.

#### **IV. PRESENTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form DS-174 Application for U.S. Federal employment along with a cover letter and resume written in English. The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>; or <https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
3. Copies of credential documents (i.e., degree, training certificates, etc.);
4. Application must be submitted **ONLY** via [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov) and the email subject must say– solicitation, **72066319R100022 - USAID Project Management Specialist(Private Sector Advisor)**. \
5. Please submit the application only once; and
6. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 5 p.m. (Close of Business).
7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

#### **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)

#### **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**  
Group life insurance, medical coverage, annual leave and sick leave.
2. **ALLOWANCES:**  
Meal allowance and miscellaneous benefit allowance.

#### **VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>



3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>

#### **END OF SOLICITATION**

**EQUAL EMPLOYMENT OPPORTUNITY:** *The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations. The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*